

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:

C/OC/AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

22 NOV 1985

22 NOV 1985

2.

DD/CO

22 NOV 1985

22 NOV 1985

3.

C/OPS

22 NOV 1985

25 NOV 1985

4.

OC-EXA

22 NOV 1985

5.

OC/OL/ISC

Archiving

6.

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OC- 13868-85 -

21 NOV 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 11 - 15 November 1985

25X1 1. During the week, Panel N personnel strength decreased by five technicians due to promotions. For the third consecutive week, there were no gains or losses in Panel D personnel. The Panel strength figures reported last week were in error. Using the latest correct figures Panel D is presently 26 personnel understrength from the ceiling [REDACTED]

2. OSG activities included the processing of 4 TDY personnel. OC is currently providing 15 Panel D, 2 Panel E, and 1 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. Response to the OC newspaper advertisements run in selected areas throughout Massachusetts has been outstanding. Two separate presentations will be held in Waltham and Worcester, MA on 10 and 12 December. This is Phase Two of the New England "blitz" campaign. Phase Three will cover Connecticut and Rhode Island in January.

4. RES has arranged for an OS expediter and an OMS representative to accompany RES teams on each of the "blitz" trips. This should result in more clearable candidates placed in the OP processing system.

25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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5. The TCS & ET OC ad was run in the following cities on 10 November and response has also been outstanding:

Pensacola, FL
Orlando, FL
Tampa, FL
Jacksonville, FL
Fayetteville, NC
Jacksonville, NC
Havelock, NC

6. There were no EOD's for this week from the 94 ET, 59 TCS and 17 MCE candidates presently in the OP applicant processing system.

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25X1 9. As a result of coordination with the Chief, Physical Security Division, OS, minor modifications will be made to the anti-terrorist barrier recently constructed [REDACTED] During an examination of the barrier, it was noted the heads of bolts at ground level are of the type which would probably be sheared off during snow removal operations. The bolts will be replaced with a more suitable type.

25X1 11. On 15 November, C/AMD/SS, [REDACTED] attended the monthly Travel Policy Committee meeting. Items of interest to OC personnel were:

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13. C/OC/SS invited Chief, Central Travel Services and a couple of his experienced travel processors to look at OC's travel processing operation. We are looking for ideas on how we can make our operation more efficient and timely. They are going to give us a short paper on their observations and ideas. At the same time, we are looking at procedures to improve the efficiency of the travel order process.

25X1

14. The first "Welcome to OC" course with 40 students was held [] 11-15 November.

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15. The OIS records survey team headed by [] began its audit of OC records 4 November. They will cover all Headquarters [] installations and possibly a couple Area Headquarters and Base Stations. Travel to the field will not be before January.

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25X1 17. [] Class 3-85 graduated Friday, 15 November 1985, with
25X1 presenting certificates to 12 employees.

25X1 18. [] were presented
Exceptional Accomplishment Awards on 15 November by the D/CO.

25X1 19. [] Representative, and
representatives from the Communications School met to perform a
Function and Task Analysis on the proposed Basic Operations
Training Department's Intelligent Communications Terminal &
Alliance Telecommunications System Course for new operator
student personnel. First running is scheduled for 6 January 1986
and will be delivered to Class 4-85.

25X1 20. In response to [] first
memo concerning the Time Division Multiple Access (TDMA) Computer
Based Training Course project, []
25X1 [] provided responses to the course content outline
submitted for review.

25X1 []
22. Discussions were held with OC/FND to determine a method
to minimize downtime for the SC-3 terminal during the TDMA
training. During the next TDMA installation in December 1985,
attempts will be made to limit the downtime to one day.
Returning operations personnel for one week TDMA training at CS
prior to installation of TDMA is also being considered.

25X1 []
24. The Advanced Operations Training Department (AOTD) is
providing TDY on-site training with ten instructors. Another
seven instructors are processing for overseas travel to provide
training.

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